

# Administrative Ass't Volunteer

## Cabrillo National Monument

National Park Service  
U.S. Department of the Interior

Volunteers-In-Parks Program  
Cabrillo National Monument



Assists with the myriad administrative activities such as keeping the park's website up to date, assisting with paperwork and cataloguing, attending meetings as the scribe or facilitator, computer set-up, putting together brochures or manuals, generating Powerpoint presentations, performing configuration management, assisting with the organization of the park computer files, helping keep supplies current.

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<b>Job Title</b>	Administrative Assistant Volunteer
<b>Location &amp; Time</b>	Cabrillo National Monument, Point Loma, San Diego Times and hours as needed
<b>Duties</b>	<ul style="list-style-type: none"><li>• A background investigation is required for this position</li><li>• Assists staff with both office and project management activities</li><li>• Performs configuration management, develops presentations, provides meeting support</li></ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"><li>• Good communication and interpersonal skills</li><li>• Reliable and committed</li><li>• Knowledge of administrative duties, computer operation and applications, and/or databases</li><li>• Good organizational skills</li><li>• Must be at least 18 years old</li></ul>
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Meet people from all around the world</li><li>• Great work experience</li><li>• Training provided</li><li>• Learn about National Park Service careers</li><li>• Opportunity to improve your community and your National Park</li><li>• We will provide an official National Park Service volunteer uniform</li></ul>

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<b>Contact</b>	CABR Volunteer Coordinator at <a href="mailto:cabr_volunteers@nps.gov">cabr_volunteers@nps.gov</a> or (619)557-5450 x4590
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